

<p style="text-align: center;"> <b>PENTWATER TOWNSHIP BOARD</b>  <b>PENTWATER COMMUNITY HALL</b>  <b>500 N. HANCOCK STREET, PENTWATER, MI 49449</b> </p> <p style="text-align: center;"> <b>In-Person Regular Meeting of Wednesday, January 12, 2022</b> </p> <p style="text-align: center;"> <b>Zoom Available for Audience</b> </p>	<p style="text-align: center;"><b>DRAFT MINUTES</b></p>
<p>Supervisor Cavazos called the meeting to order at 6:00PM</p> <p><b>Members Present:</b> Cavazos, Murphy, Douglas, Holub, Flynn</p> <p><b>Members Absent:</b> None</p> <p><b>Staff Present:</b> Beavis, Edwards (via Zoom)</p> <p><b>Others Present in Person:</b> Karl Schruppf, Ron Christians, Mark Shotwell, Laude Hartrum, Kris &amp; Dave Bluhm, Rob Young, Chris Conroy, Phil Morse</p> <p><b>Others Present via Zoom:</b> Dave Spitler, Dean Gustafson, Ross Cross, Amy LaBarge, Jean Childers</p>	<p style="text-align: center;"><b>CALL TO ORDER</b></p> <p style="text-align: center;"><b>ROLL CALL</b></p>
<p><b>Moved by Douglas and seconded by Holub to accept the Consent Agenda as follows:</b></p> <ul style="list-style-type: none"> <li>• Prior Meeting Minutes of <u>December 8, 2022</u></li> <li>• YTD Financial Reports <u>04/01/21 thru 12/31/21</u></li> <li>• Claims/Bills for the period <u>December 9 – January 12</u> as follows: <ul style="list-style-type: none"> <li>○ Township - \$30,705.74</li> <li>○ Cemetery - \$7,186.42</li> <li>○ Fire - \$4,071.34</li> <li>○ Road - \$423.36</li> </ul> </li> </ul> <p>Roll call vote:  Ayes: Douglas, Holub, Flynn, Murphy, Cavazos  Nays: None  Motion carried</p>	<p style="text-align: center;"><b>CONSENT AGENDA</b></p> <p><b>Review &amp; Action</b>  Amended prior meeting minutes:</p> <ul style="list-style-type: none"> <li>• Gustafson = prior road commissioner,</li> <li>• Brine = \$5,000</li> </ul>

<p>Moved by Flynn seconded by Douglas to accept the agenda as presented.</p> <p>Voice Vote. Motion carried</p>	<p><b>MEETING AGENDA</b></p>
<p>Ron Christians, 87 Sands Street, District commissioner for Oceana County: Acknowledges need and value of Pentwater Village police officers (appropriately certified) to provide emergency call assistance. See Agenda item 14f regarding MOU between Township &amp; Village.</p>	<p><b>PUBLIC COMMENT ON AGENDA ITEMS</b></p>
<p>Ms. Cavazos related the following:</p> <ul style="list-style-type: none"> <li>• Announces Budget Workshop planned for February 22, 2022</li> <li>• Continuing to evaluate room acoustics options</li> <li>• Working to address icing at main entrance deck. Will not be able to implement fixes until roof thaws at earliest</li> <li>• Request from Shannon Larson, Michigan Dunes Chapter of National Society for Daughters of the American Revolution, has put proposal to do volunteer work cleaning up headstones on sections 12&amp; 13. Will discuss with Chris Bailey and bring back to Board in February.</li> </ul>	<p><b>SUPERVISOR'S REPORT</b></p>
<p>Ms. Murphy related the following:</p> <ul style="list-style-type: none"> <li>• Thanks Sue Johnson, Township Board, and staff members, for giving her the opportunity and knowledge to serve in her new roll as Township Clerk. Also thanks Glenn Beavis for his knowledge, experience, dedication, and overall support serving as her Deputy Clerk.</li> <li>• Received citizen driven petition to repeal Pentwater Village Chapter 115 of the Code of Ordinances "Medical Marijuana and Marijuana Establishments" and replace it with a new ordinance that would completely prohibit medical and recreational provisioning centers and retailers in the Village of Pentwater. Will be on May 3 ballot</li> <li>• Cemetery placard price increase of \$65. May want to revisit township pricing structure.</li> </ul>	<p><b>CLERK'S REPORT</b></p>
<p>No Treasurer's report was provided by Ms. Douglas this month due to her being out of office last week.</p> <p>Ms. Douglas did relay the following:</p>	<p><b>TREASURER'S REPORT</b></p>

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<ul style="list-style-type: none"> <li>• Introduced Michigan CLASS as a potential investment opportunity. Would like to revisit with Board in February</li> <li>• Plans to begin work on updating Pentwater Township Investment Policy which hasn't been reviewed/updated since 2006</li> </ul>	
<p>The following reports were received and placed on file:</p> <ul style="list-style-type: none"> <li>• Library <ul style="list-style-type: none"> <li>○ Discussed inviting Library representation at future Township Board meetings</li> </ul> </li> <li>• Recreational Department <ul style="list-style-type: none"> <li>○ Continues to accept &amp; invite returnable can donations</li> </ul> </li> </ul> <p>Reports not provided this period:</p> <ul style="list-style-type: none"> <li>• Fire Department Report, but staffing transition appears to be going well</li> </ul>	<p><b>OTHER DEPARTMENTAL REPORTS</b>  <b>Library, Recreation and Fire Department</b></p>
<p>The following reports were received and placed on file:</p> <ul style="list-style-type: none"> <li>• Zoning Administrator <ul style="list-style-type: none"> <li>○ Working on Master Plan</li> </ul> </li> <li>• Assessor <ul style="list-style-type: none"> <li>○ Recent Board of Review meeting &amp; year-end activities in process</li> </ul> </li> </ul> <p>Reports not provided this period:</p> <ul style="list-style-type: none"> <li>• Cemetery – Closed for season</li> <li>• Transfer Station – Closed for season</li> </ul>	<p><b>STAFF REPORTS –</b>  <b>Zoning, Assessing, Cemetery, Transfer Station</b></p>
<p>Backup Generator for building</p> <ul style="list-style-type: none"> <li>• Having difficulty obtaining 3 bids</li> <li>• One bid received: Energy Services, \$10,500</li> <li>• Awaiting to hear from other recommended suppliers</li> </ul>	<p><b>UNFINISHED BUSINESS</b>  <b>Request to Obtain Bids for Generator</b></p>

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<p><b>Moved by Holub and seconded by Murphy</b> to add "Void after 180 days" language to future Township check orders</p> <p>Roll call vote:  Ayes: Douglas, Holub, Flynn, Murphy, Cavazos  Nays: None  Motion carried</p>	<p><b>NEW BUSINESS</b></p> <p><b>a) Addition of "Void after 180 days" language on future check orders</b></p>
<p><b>Moved by Douglas and seconded by Holub</b> to pay Maureen \$350.28 due her for unused personal time off in 2021.</p> <p>Roll call vote:  Ayes: Douglas, Holub, Flynn, Murphy, Cavazos  Nays: None  Motion carried</p>	<p><b>NEW BUSINESS</b></p> <p><b>b) Pay prior deputy clerk for unused PTO days in 2021</b></p>
<p><b>Moved by Holub and seconded by Douglas</b> to approve the proposed amended budget. It was noted that this was our first year at this facility, which made it difficult to accurately predict expenses for this fiscal year. Additional unplanned hours were used in the clerk's office due to Sue retiring, Maureen preparing to transition to the roll of clerk, and Glenn coming in to begin early training for his new roll as deputy clerk effective 1 January 2022. Additional unplanned monies were also spent at the transfer station to pay for contractor moving of debris, etc. Other areas of the budget were running under planned, and so these monies were reallocated to help offset budget areas that were overspent.</p> <p>Roll call vote:  Ayes: Douglas, Holub, Flynn, Murphy, Cavazos  Nays: None  Motion carried</p>	<p><b>NEW BUSINESS</b></p> <p><b>c) Approval of Q321 amended budget</b></p>
<p><b>Moved by Douglas and seconded by Murphy</b> to pay Board of Review chairperson a per diem rate of \$93.64, and non-chair Board of Review members a rate of \$74.91 for FY2021-22 meetings lasting one hour or less. Meetings lasting more than 1 hour to continue at current hourly rate. This pay structure is consistent with Road, Planning, and Zoning meetings, as well as with other townships in Oceana County.</p> <p>Roll call vote:  Ayes: Douglas, Holub, Flynn, Murphy, Cavazos  Nays: None</p>	<p><b>NEW BUSINESS</b></p> <p><b>d) Per diem rate for Board of Review meetings lasting one hour or less</b></p>

<p>Motion carried</p> <p><b>Moved by Cavazos and seconded by Douglas</b> to accept revised Poverty Exemption Guidelines as presented</p> <p>Roll call vote: Ayes: Douglas, Holub, Flynn, Murphy, Cavazos Nays: None Motion carried</p>	<p><b>NEW BUSINESS</b></p> <p><b>e) Revise guidelines regarding Poverty Exemption</b></p> <p><b>Resolution No. 2022-01</b></p>
<p><b>Moved by Holub and seconded by Douglas</b> to accept proposed Memorandum of Understanding between Pentwater Township and Village of Pentwater regarding Village police officers responding to emergency calls as presented</p> <p>Considerable discussion between Chief Laude Hartrum &amp; Township board explaining the need for such services and details as to how this would be implemented.</p> <p>A similar MOU has been in place since December 2019 but was written to authorize a specific police officer to do such work as opposed to police officers in general who are licensed by Michigan HHS as “medical first responders”. This replacement MOU also calls out that police officers responding to medical emergencies will at such times be employees of the Fire Department and so will have liability coverage through the Fire Department’s insurance policy. Responding police officers will be paid \$25 per occurrence by the Fire Department for their services.</p> <p>Roll call vote: Ayes: Douglas, Holub, Flynn, Murphy, Cavazos Nays: None Motion carried</p>	<p><b>NEW BUSINESS</b></p> <p><b>f) Memorandum of Understanding regarding handling of emergency calls</b></p>
<p><b>Moved by Flynn and seconded by Douglas</b> to approve payment of cemetery sexton \$285 for November burials.</p> <ul style="list-style-type: none"> <li>• 2 burials, 10 hours total (\$28.5 * 10 hours = \$285)</li> </ul> <p>Holub expressed concern with paying the sexton, who is paid on a salary basis, an hourly rate for work completed during months when the cemetery is closed. It was pointed out that the sexton’s contract is written based on the cemetery being open on a seasonal basis, which does not include the month of November. It was also pointed out that the proposed hourly rate was based</p>	<p><b>NEW BUSINESS</b></p> <p><b>Payment of cemetery sexton for November burials</b></p>

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<p>on a study of historical salary divided by historical hours worked per season over the last several years.</p> <p>Roll call vote:  Ayes: Douglas, Flynn, Murphy, Cavazos  Nays: Holub  Motion carried</p>	
<p><b>Moved by Douglas and seconded by Holub</b>  to increase authorized deputy clerk weekly workdays from current 3 days to a maximum of 4 days for remainder of fiscal year</p> <p>Roll call vote:  Ayes: Douglas, Holub, Flynn, Murphy, Cavazos  Nays: None  Motion carried</p>	<p><b>NEW BUSINESS</b></p> <p><b>g) Deputy clerk weekly hours for remainder of fiscal year</b></p>
<p><b>Moved by Cavazos and seconded by Holub</b>  to terminate the Intergovernmental Agreement for the Joint Services of the Zoning Administrator for Pentwater Township and Pentwater Village effective March 31, 2022 and authorize and direct the Township Supervisor to provide 30-day prior written notice of termination of the agreement to the Village.</p> <p>Roll call vote:  Ayes: Douglas, Holub, Flynn, Murphy, Cavazos  Nays: None  Motion carried</p>	<p><b>NEW BUSINESS</b></p> <p><b>h) Termination of Zoning Administrator intergovernmental agreement</b></p>
<p><b>Moved by Douglas and seconded by Murphy</b>  to appoint Lori Suttner as new Board of Review member (replacing Maureen Murphy).</p> <p>Voice vote: Motion carried</p>	<p><b>NEW BUSINESS</b></p> <p><b>i) Appointment of new Board of Review member</b></p>
<p>Mr. Phil Morse introduced himself to The Board and indicated that he is currently serving on Oceana County Board and is also serving as Principal of New Era Christian School. He announced that he will be running for State Representative in our area as a conservative Christian Republican. His priority is education, both private and public.</p> <p>Mr. David Bluhm introduced himself to The Board and indicated his concern over rapidly dropping lake levels and the adverse impact on channel depths leading into Pentwater Lake and the resulting</p>	<p><b>PUBLIC COMMENTS</b></p>

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<p>concern over potential adverse Village economic impacts. He noted that the Corp of Engineers has abandoned our port and have no intention of dredging our channel and other “recreational ports” going forward. David is spearheading the forming a Stakeholder Committee to try and address both immediate needs (dredging this spring) and longer-term needs. The Corp is however planning to attend an upcoming stakeholder’s meeting later this month in case public funding for dredging becomes available. Mr. Bluhm also encouraged The Board to add a list of State and Federal Representatives to our website so that concerned citizens can more easily identify who they are and contact them regarding their concerns. A copy of a sample letter to our representatives will be provided to Supervisor Cavazos for reference and possible posting to the Township website.</p> <p>Ms. Amy LaBarge introduced herself via Zoom from her kitchen in Florida and expressed thanks for ongoing Zoom.</p> <p>Mr. David Spitler via Zoom called out The Board for doing a “great job, we nailed it, and he found the meeting to be very informative”.</p>	
<p>Mr. Dean Holub noted that transfer station employee Bob Miller came into the transfer station, currently closed for the season, during Christmas week on a short notice request by Mr. Holub to clear the road leading into the station of trees that had fallen as a result of a recent windstorm. This was needed so that the station could be re-opened for several days so that residents could dispose of wind storm debris. Bob worked for two days to clear the road, and used his own equipment to do so. <b>Dean made a motion, seconded by Cavazos, that The Board grant Bob a bonus of \$600 for opening the transfer station during Christmas week.</b></p> <p>Roll call vote:  Ayes: Douglas, Holub, Flynn, Murphy, Cavazos  Nays: None  Motion carried</p>	<p><b>OTHER ITEMS from BOARD MEMBERS</b></p>
<p><b>Supervisor Cavazos</b> adjourned the meeting at 7:20PM</p>	<p><b>ADJOURNMENT</b></p>

<hr/> Maureen Murphy, Township Clerk	<hr/> Date	
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